

8 May 1975

MEMORANDUM FOR: Executive Council Members

SUBJECT : Executive Council Meeting on 25 April

Mr. Proctor chaired. Substituting were Messrs.

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1. The meeting was devoted to discussing proposals for a new, simplified publications numbering system. Mr. Proctor said he asked for this review because, as a practical matter, the various categories of monographs were meaningless, and because the present system exaggerates the impression of a proliferation of publications. A draft proposal was circulated.

2. Mr. Eisenbeiss pointed out that:

- We must agree on general guidelines,
- We must then sell them to the rest of the Agency and perhaps Community,
- The guidelines must be simple.

3. Mr. Proctor said that the essence of his proposal is that we drop the designations "Intelligence Memorandum", "Intelligence Report," etc., which now appear on the covers of our monographs, and let the titles carry the message. The blue Agency seal would be retained on finished intelligence products, but some other device would be used for working papers and other informal analytical aids.

4. After some discussion as to whether the term "finished" intelligence implies full coordination, Mr. Proctor observed that finished intelligence is distinguished from working papers primarily by the product's purpose and intended readership.

5. Turning to an examination of the specific proposals, Mr. Lehman remarked that Weekly Review/Summary Special Reports do not seem to be covered by the proposals. Mr. Proctor said he sees no real need to link these publications to the Weekly; they can be issued as separate reports.

6. The "Basic Guidelines" section of the paper met with general approval, but it was agreed that there should be some adjustments in proposed prefixes and suffixes. The group strongly favored numbering system proposal #2. With this guidance, Mr. Eisenbeiss said that he would work up more detailed proposals to implement the new system.

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Chief
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